



CATALYST Guide to Entering the FY 2004-05 Work Plan

Purpose

This documentation provides users with a checklist for completing the FY 2004-05 funding proposal and includes screen shots from CATALYST relevant to entering the work plan. Each screen shot has a menu path documented so users know exactly what to select to generate a specific screen and includes a list of what information to enter and what reports display the information.

Important Dates

Completed proposals are due by March 12, 2003

CATALYST Training Materials

Contractors Resource Website – *accessible through CATALYST Help or Utilities Menu*
CATALYST User Support web link

- Training Materials & Technical Documentation
- Guide to Generating Reports
- Website Map & Reporting Timeline

Technical Assistance

- Paul Davis – 360.236.3642 or paul.davis@doh.wa.gov
- Dave Harrelson – 360.236.3685 or david.harrelson@doh.wa.gov
- Carla Huyck – 360.236.3678 or carla.huyck@doh.wa.gov

CATALYST Web Address

<https://fortress.wa.gov/doh/catalyst/home/default.asp>



What to do when you get home...

- ☐ Review the 2004-05 Work Plan Workbook
 - Note changes in required activities
- ☐ Gather input from Community Coalition/Advisory Board Members
Use a variety of resources:
 - Reports in CATALYST (i.e., Planned Activity Detail)
 - 2004-05 Work Plan Workbook (electronic copy on-line)
 - Data on the hidden website (i.e., ATS & HYS results)
- ☐ Use data from the Contractors Resource Website as a resource
 - Access through the CATALYST Utilities Menu
- ☐ CATALYST
 - Print work plans from previous years – Planned Activity Detail Reports
 - Enter your FY 04-05 work plan in CATALYST

My work plan is done when...

- ☐ Work plan activities have been entered in CATALYST, including all required activities
- ☐ Advisory Board Members have been updated in CATALYST
- ☐ The rationale page has been completed in CATALYST

Send both electronic and hard copies of the following items to my contract manager

- ☐ Completed budget sheet
- ☐ The information sheet that has been signed by my administrator
- ☐ The organizational chart
- ☐ Job description(s) of all TPC staff
- ☐ A printed Planned Activities Detail report from CATALYST
- ☐ A message has been sent to my contract manager stating my work plan has been entered in CATALYST

From the CATALYST toolbar select:

CONTRACT MANAGEMENT – CONTRACTOR – CONTACT Screen

CONTRACTOR | DOH Assessment/Evaluation

Home | Contract Management | Activity Evaluation | Reports | Utilities | Help

CONTRACTOR

The Basics ☒ **Contact** ☒

Previous Next Save

Type: Organization Administrator, **Advisory Board Member**, P&I Coordinator, Other Contact

New Update

First Name: Last Name: M.I.: Phone () - x Fax () - E-mail: ZIP Code:

Address 1: Address 2: City: - select a City -

Delete	Type	Name	Phone	E-mail
<input type="checkbox"/>	Contractor	Boysun, Mike W	(360) 236-3671	mike.boysun@doh.wa.gov
<input type="checkbox"/>	Primary Contact	Dilley, Julia A	(360) 236-3632	julia.dilley@doh.wa.gov
<input type="checkbox"/>	Program Staff	Parker, Craig E	(360) 236-3748	Craig.Parker@doh.wa.gov
<input type="checkbox"/>	Contractor	Richardson, Susan M	(360) 236-3745	sue.richardson@doh.wa.gov
<input type="checkbox"/>	Contractor	Scheel, Stacy L	(360) 970-1137	tobaccoprev@aol.com
<input type="checkbox"/>	Program Staff	Williams, Sheneae J	(360) 236-3746	sheneae.williams@doh.wa.gov

What to enter on this screen:

- Verify the contact information in CATALYST is current
- Add or delete contractor contacts as needed
- Update Advisory Board Member contact information if necessary
- Contacts for your organization must be listed on this screen in order to appear in contact related dropdown menus throughout CATALYST (i.e., FTE, Time estimate features)

What reports use this information?

- Contract Reports - Contact by Contractor
- Contract Reports - Contact by County
- All reports with contact information will list the contact designated as the primary

From the CATALYST toolbar select:

CONTRACT MANAGEMENT – CONTRACT – THE BASICS Screen

The screenshot shows the CATALYST web application interface. The title bar indicates the application is 'catalyst - Contract | DOH Assessment/Evaluation - 2002'. The navigation menu includes 'Home', 'Contract Management', 'Activity Evaluation', 'Reports', 'Utilities', and 'Help'. The left sidebar shows a 'CONTRACT' section with links for 'The Basics' (selected), 'Contract Status', 'Objectives', and 'Rationale'. The main form area contains the following fields:

- Contractor:** DOH Assessment/Evaluation
- Contract Year:** FY 01-02
- Contract #:** state
- Contract Region:** Washington
- Start Date:** 07/01/2001
- End Date:** 06/30/2002
- Contract Manager:** Reid, Terry

Below the form, there is a section for 'FTE Allocations' with a 'Delete' button and a table:

Contact	FTE %
<input type="checkbox"/> Julia A Dille	100 %
<input type="checkbox"/> Craig E Parker	100 %
<input type="checkbox"/> Shanae J Williams	100 %

What to enter on this screen:

- The required information for this screen (red text) is entered by DOH
- Use this screen to indicate program FTE allocations

What reports use this information?

- Contract Reports - Contract Summary Report
- A report for the FTE feature is currently being developed
- A message will be posted to the listserv when this report enhancement is added to CATALYST

From the CATALYST toolbar select:

CONTRACT MANAGEMENT – CONTRACT – CONTRACT STATUS Screen

CONTRACT

The Basics ✓
 Contract Status ←
 Objectives ✓
 Rationale ✓

Previous
 Next
 Save

☒ Workplan/Statement of Work Submitted
☐ Workplan/Statement of Work Approved *(Work Plan locked)*
☐ Contract/Amendments Executed (please enter details)

Date (mm/dd/yyyy) 05/01/2003 Type Work Plan
 Description (250 characters max)
 Workplan revisions accepted by contract manager

Delete	Date	Type	Description
<input type="checkbox"/>	02/24/2003	Work Plan	02/24/2003 Contracted entered in CATALYST by Shanae Wil...
<input type="checkbox"/>	04/24/2003	Work Plan	Workplan submitted for review
<input type="checkbox"/>	05/01/2003	Work Plan	Workplan revisions accepted by contract manager

What to enter on this screen:

- Check contract status and review contract manager notes regarding the contract approval process

What reports use this information?

- Contract Reports - Contract Summary Report

From the CATALYST toolbar select:**CONTRACT MANAGEMENT – CONTRACT – OBJECTIVES Screen**

Contract | Fulton Health District - 2003

Home | Contract Management | Activity Evaluation | Reports | Utilities | Help

CONTRACT

The Basics ✓
 Contract Status ✓
 Objectives ←
 Rationale ✓

Previous
 Next
 Save

Fund Sources

included	Name	Budget Amount
<input checked="" type="checkbox"/>	CDC	25000.00
<input type="checkbox"/>	Enhancement Funds	
<input checked="" type="checkbox"/>	Settlement	30000.00
<input checked="" type="checkbox"/>	Youth Access	10000.00

Available Objectives

C3 Promote Cessation
 C4 Eliminate ETS

include →
 ← exclude

exclude	Selected Objectives	% Funds
<input type="checkbox"/>	C1 Capacity Development	20
<input type="checkbox"/>	C2 Prevent Initiation	80

Total: 100

What to enter on this screen:

- Use this feature to indicate budget amount by funding source
- Select Work Plan Objectives for each funding source
- Estimate % Funds by Objective
- Note: *This step must be done prior to entering your work plan so that the appropriate workplan objectives are available in the dropdown menu on the work plan screen*

What reports use this information?

- Contract Reports - Funding Overview Report

From the CATALYST toolbar select:

CONTRACT MANAGEMENT – CONTRACT – RATIONALE Screen

CONTRACT

The Basics ✓
 Contract Status ✓
 Objectives ✓
 Rationale ←

Previous
 Next
 Save

Process and Rationale for Work Plan (5000 characters max)

Not required for FY 02-03

Which data sources did you review to prepare your work plan?

BRFSS	<input type="button" value="include"/>	
School-based youth surveys (<input type="button" value="exclude"/>	
Birth Certificate		
Adult Telephone Survey (Cou		
Youth Telephone Survey (Re		

Comments (250 characters max)

What to enter on this screen:

- Describe the process used to determine activities for your FY 03-04 Work Plan
- Describe how you used relevant data or evaluation to identify your program's target populations, how you gathered input from advisory board members and/or the community, and a description of how this year's work plan builds on previous work plans.
- Use the mover box to documents data sources used in this process

What reports use this information?

- A report for the Rationale feature is currently being developed
- The information from this feature will be added as an enhancement to the Planned Activities Detail Report (Work Plan Reports)
- A message will be posted to the listserv when this report enhancement is added to CATALYST

From the CATALYST toolbar select:

CONTRACT MANAGEMENT – WORKPLAN – OBJ/ACTIVITY Screen

The screenshot displays the CATALYST software interface for the 'WORKPLAN – OBJ/ACTIVITY Screen'. The top navigation bar includes 'Home', 'Contract Management', 'Activity Evaluation', 'Reports', 'Utilities', and 'Help'. The left sidebar shows a 'WORKPLAN' menu with 'Obj/Activity' selected, and buttons for 'Previous', 'Next', and 'Save'. The main content area features two dropdown menus for 'Objective' and 'Activity'. Below these is a large text input field labeled 'SMART Activity Objective and Description (5000 characters max)'. At the bottom of the screen, a note reads: '(SMART - Specific, Measurable, Achievable, Relevant, Time-bound)'.

This is where you enter your **SMART** Activity Objective
(**SMART** - **S**pecific, **M**easurable, **A**chievable, **R**elevant,
Time-bound)

What to enter on this screen:

- Select the Work Plan Objective & Activity Combination
- Write a SMART Activity Objective and Description

What reports use this information?

- Work Plan Reports – Planned Activities
- Work Plan Reports – Planned Activities Detail
- Work Plan Reports – Contract Plan Worksheet
- Work Plan Reports – Statewide Activity Summary

SMART Objectives

Specific: identifies a specific event or action that will take place

Measurable: quantifies the amount of change to be achieved

Achievable (yet ambitious): is realistic given available resources yet challenging enough to accelerate program efforts

Relevant: is logical and relates to the program's goals

Time-bound: specifies a time by which the objective will be achieved

Examples: (see CATALYST workplan reports for more examples)

TPCP Staff will coordinate and complete required Synar checks by June 30, 2004. TPCP staff will recruit a minimum of 3 youth operatives, between the ages of 14-16 to participate in compliance checks. Youth will be trained, parental permission obtained, and proper identification recorded. Youth will participate in a minimum of three sessions (several hours of compliance checks) each. Hard Copies of the paperwork will be sent to DOH and Liquor Control Board (when appropriate), and report made in CATALYST.

By June 30, 2004, TPC staff will collaborate with all 7 major health care systems in Snohomish County to offer Brief Intervention trainings to 200 health care providers and offer Brief Intervention trainings in 2 drug treatment centers, 2 social service agencies and 1 dental community.

From the CATALYST toolbar select:

CONTRACT MANAGEMENT – WORKPLAN – AUDIENCE Screen

The screenshot shows the CATALYST software interface. At the top, a green header bar displays the 'catalyst' logo and the text '- Workplan | DOH Assessment/Evaluation - FY 01-02'. Below this is a navigation bar with links: Home, Contract Management, Activity Evaluation, Reports, Utilities, and Help. On the left, a sidebar titled 'WORKPLAN' contains two tabs: 'Obj/Activity' (with a checkmark) and 'Audience' (with a green arrow). Below the tabs are buttons for 'Previous', 'Next', and 'Save'. The main content area is titled 'Audience' in red. It features several dropdown menus for selecting attributes: 'Tobacco Use', 'Age', 'Occupation', 'Life Stage', 'Cultural Minority', 'Other', 'Risk factors', and 'Venue'. Each dropdown menu has a placeholder text '- select an option -'. There are also input fields for 'Est. Number to Reach' and 'Description'. At the bottom right, there are buttons for 'New' and 'Update'. A 'Delete' button is located near the 'Description' field.

What to enter on this screen:

- Describe a target audience for the Objective/Activity combination
- Estimate a number to reach for the contract year
- Select at least one attribute from the dropdown menus (*do not select one attribute from each menu*)
- Some audience lists have been modified so be sure to review the revised list in the appendix of the Work Plan Workbook

What reports use this information?

- Work Plan Reports – Planned Activities
- Work Plan Reports – Planned Activities Detail
- Work Plan Reports – Contract Plan Worksheet
- Work Plan Reports – Statewide Activity Summary